

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

ACCOUNTING AND FISCAL ADMINISTRATION CAREER TRAINEE - 00140

No Option – Regular Test

Monthly Salary Range: \$2572 - \$3579

SS Option – Spanish Speaking

In Hiring Rate: \$2969

General duties: An Accounting and Fiscal Administration Career Trainee participates in an agency sponsored training program of not more than twelve months duration, receiving working assignments designed to develop knowledge, understanding and practical skills consonant with the various professional accounting or fiscal administration career disciplines within a State agency; receives controlled assignments in a broad range of departmental activities or an assignment in a specific phase of an agency's operation involving the completion of practical work tasks of increasing difficulty and responsibility; applies energy and interest appropriate to that required by the incumbent to retain and apply the knowledges and concepts given.

Applicants meeting these stated requirements will receive a grade in the highest category:

Training and Experience: Possession of a Bachelor's degree in accounting or a Bachelor's degree in a related field such as business, finance, or economics including a minimum of 12 semester hours of accounting coursework. NOTE: Related technical/professional accounting experience is NOT evaluated as equivalent to a related Bachelor's degree.

Tests and weights: Training and experience 100%

Length of eligibility period: One year.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Cook, DuPage, Jackson, Jefferson, Kane, Kankakee, Lake, Macon, McLean, Madison, Morgan, Rock Island, St. Clair, Sangamon, Tazewell, Vermilion, Will, Williamson, Winnebago.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed application (CMS-100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706.

Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

10-1-92 TX (RC-062-12) Salary 1-1-06, Counties Updated 7-16-04, Grade Statement Changed 5-17-02